AWS Exhibitor Booth Staff Registration Instructions and FAQs:

When registering your booth staff, you have the option of passing along the registration link, password and instructions for individuals to register themselves or creating a group registration.

To begin, please answer 'no' to the access code question and 'yes' to the exhibitor question. Answer the next three questions, accordingly, select your company from the drop-down and enter your company password.

NOTE:
- If you are an exhibitor who is also a speaker, and you were given an access code, please answer 'yes' to the access code question (first question on the registration page) and enter your access code. Do not enter a discount code in this field, you will receive an error message.

  * Do you have an access code? ⓘ ◉ **Yes** ○ **No**

  If you are an Exhibitor and not an invited speaker, please answer "no" to this question. Discount codes should not be entered here.

  Access Code: [   ]

- If you are already registered and did not originally select exhibitor or you previously registered and are trying to apply your access code, please contact AWSHelp@afa.org for help updating your registration category.

- When you select AFA Member or AFA Life Member you will be asked to enter your First/Last Zip to verify your Membership. If you receive an error message, **please contact our membership department at 1-800-727-3337 or email them at membership@afa.org to verify your membership** is current and/or you are typing in the correct First/Last/Zip (must match your membership record).

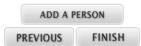## Exhibitor Badge Options & Social Events

- **Exhibitor Attendee badges (includes virtual access):** For those who will be working/manning your booth and attending the symposium sessions. This badge does not count against your allotment of complimentary exhibitor-only badges. This badge allows the individual full access to both the exhibit hall (all hours) as well as all symposium sessions.
- **Exhibitor Badge**: Allows access to the exhibit booth only and not any symposium sessions. An exhibitor badge allows admittance to the exhibit hall during all hours (including the Polaris Reception on Monday, February 12). Each exhibiting company will receive four (4) complimentary exhibitor badges per 100 square feet (10'x10') of booth space purchased. Additional badges above the complimentary allotment can be purchased for $145 per person. The Tuesday, February 13 Rock the Rockies reception is a separate ticketed event and is NOT included.
- **Exhibitor Support Badge:** Used only for support personnel (i.e., display house personnel) and NOT for any person that will be working or staffing the booth as these badges are only allowed in the hall during set-up, tear-down, and any pre/post hours for cleaning/set-up for the day.
- **Exhibitor Virtual Only Badge**: Virtual registration only for speaker sessions with no in-person activity. Company personnel who are not able to attend in person can register under your company password for the virtual only badge.
- **Polaris Reception Individual Ticket** (Monday, February 12) is included with your registration. The Exhibitor Attendee and Exhibitor Badge will give you access to the reception (no ticket is required). Additional individual reception tickets can be purchased for those who are attending as a guest for **$240 each**.
- **Rock the Rockies Reception Individual Ticket** (Tuesday, February 13) is a separate ticketed event. Tickets can be added to all exhibitor registrations for **$240 each.**
- **Rock the Rockies Reception Group Packages** (Tuesday, February 13) - **$3500 each.**
  - This ticket package will provide 10 tickets for your company and 7 tickets that will go into the AFA allotment for military members to attend the reception. Companies purchasing group ticket packages will be recognized as a Rock the Rockies event sponsor.

NOTE: If your company is a corporate member in good standing, you will be given a discount code for 1 (one) full Exhibitor Attendee badge. Type in the discount code at the bottom of the page where you select your conference badge. **Do not enter the discount code on the front-page access code field – you will receive an error message. Enter the discount code at the bottom of the page where you select your symposium badge (see below).**

REGISTRATION DISCOUNT CODE

Registration Discount Code
(If you have a valid registration discount code, please enter it here. Discount codes must be entered at time of registration)

Exhibitor Group Registrations

- Enter the POC for the group registration first. When you complete the registration, click 'Add a Person' to add the next person and so on. When you have completed adding everyone in the group, click 'Finish' to complete the group registration.

ADD A PERSON

PREVIOUS   FINISH

- When entering a group registration, the person creating the group is responsible for adding any credit card information for full conference registrations, making changes and updates for the group.
  - If there are multiple unpaid balances within the group only the POC for the group can pay for individual registrations within the group with a different credit card. If you (POC for the group) attempt to send the confirmation to an individual with a balance due, the balance will be for the entire group vs. individual balance (only the POC can manage the payment options for multiple registrations/credit cards).
  - The POC for the group will also be able to cancel individual exhibitor badges in order to manage the allotment of complimentary badges.
  - The registration system will send a group confirmation to the first registrant on the record anytime new registrations or changes are made.

DoD Booth Staff/Contractors

- When issuing exhibitor badges to booth staff please make sure to register your DoD booth staff first for the complimentary exhibitor badges. Each badge above the set allotment of complimentary exhibitor badges for your booth will be charged $145 each. Exhibitor Attendee badges do not count against the allotment of complimentary exhibitor-only badges.
- Exhibitor Support Staff badges should be issued to only those personnel who are setting up and tearing down your booth. If they are working/manning your booth, please select either the exhibitor or exhibitor attendee badge.

Badge Allotments

Registration Category	Number Available	Number Booked
Complimentary Exhibitor Badge	71	1
Exhibitor Badge at $145/badge	Unlimited	0
Complimentary Support Badge	6	0

Exhibitor FAQs:

I am a DoD contractor working at a government booth, do I receive the Exhibitor Attendee Badge at no cost?

DoD contractors working at a government booth do not receive complimentary exhibitor attendee badges. Complimentary full exhibitor attendee badges are reserved for Active Duty / DoD Civilian - Uniformed Military Personnel, defined as Active, Guard, and Reserve members of the U.S. Air Force, U.S. Space Force, U.S. Army, U.S. Navy, U.S. Marine Corps and U.S. Coast Guard, as well as DoD Civilian employees. This does not include employees of contractors working for the federal government. DoD contractors should select that they are a DoD contractor (third question on the main registration page). Applicable registration rates apply.

What is the difference between an access code and a discount code?

Access codes are provided to specific groups/speakers by AFA. If you were not provided an access code, please answer 'no' to this question. **PLEASE NOTE: If you are NOT an invited speaker, please answer 'NO' to this question.**

A discount code is a code provided to comp your symposium registration. Please type in the discount code at the bottom of the page where you select your conference badge (see sample below). **PLEASE NOTE: Do not enter the discount code on the front-page access code field. All Discount Codes will start with a letter D.**

Located on the bottom of the registration page on 3ʳᵈ page

REGISTRATION DISCOUNT CODE

Registration Discount Code
(If you have a valid registration discount code, please enter it here. Discount codes must be entered at time of registration)

Who do I contact if I want to provide access for individuals to have a meeting, or provide access for media to conduct interviews in my booth before or after open exhibit hall hours?

If you need to bring an individual or individuals into your booth before or after hours, please fill out the following AWS24 Security Template form and send to **Christy Sitter @ csitter@afa.org.** All requests are subject to approval by AFA and must be made more than 24 hours in advance.

Are there evening events (where, when, and how much)?

There are two evening events, the Welcome reception.
- Polaris Reception – Monday, February 12 (no ticket required; included with registration – exhibitor badge will allow entry) – Individual tickets may be purchased - $240 each.
- Rock the Rockies Reception Individual Ticket - Tuesday, February 13 - $240 each
- Rock the Rockies Reception Group Packages - Tuesday, February 13 - $3500 each

What are the registration hours?
- Monday, February 12 – 8:00 am - 6:30 pm ~ Polaris Reception 6:00 pm – 7:30 pm (Exhibit Hall – Polaris reception included with symposium registration. An individual ticket is required if not attending symposium)
- Tuesday, February 13 – 7:00 am – 6:30 pm ~ Rock the Rockies Reception 6:00 pm – 7:45 pm (Mountain Pass Sports Bar & Ski Village – reception is NOT included with symposium registration. An individual ticket is required.)
- Wednesday, February 14 – 7:00 am to 11:30 am

When is the exhibit hall open to the public?
- Monday, February 12 ~ 5:30 pm – 7:30 pm (Polaris Reception – Ticketed Event)
- *Tuesday, February 13 ~ 9:10 am - 4:30 pm
- *Wednesday, February 14 ~ 7 am - 11:45 am

*Exhibit Hall is open to the public on Tuesday and Wednesday. Exhibit Hall Hours (subject to change).